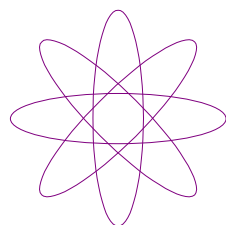
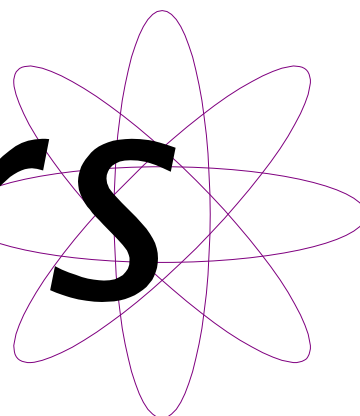
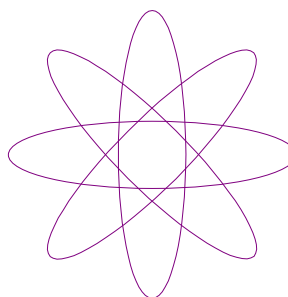


CStars



**Additional Training Material
Canceling and Deleting
Requisitions, Purchase
Requests, and Solicitations
Guide**



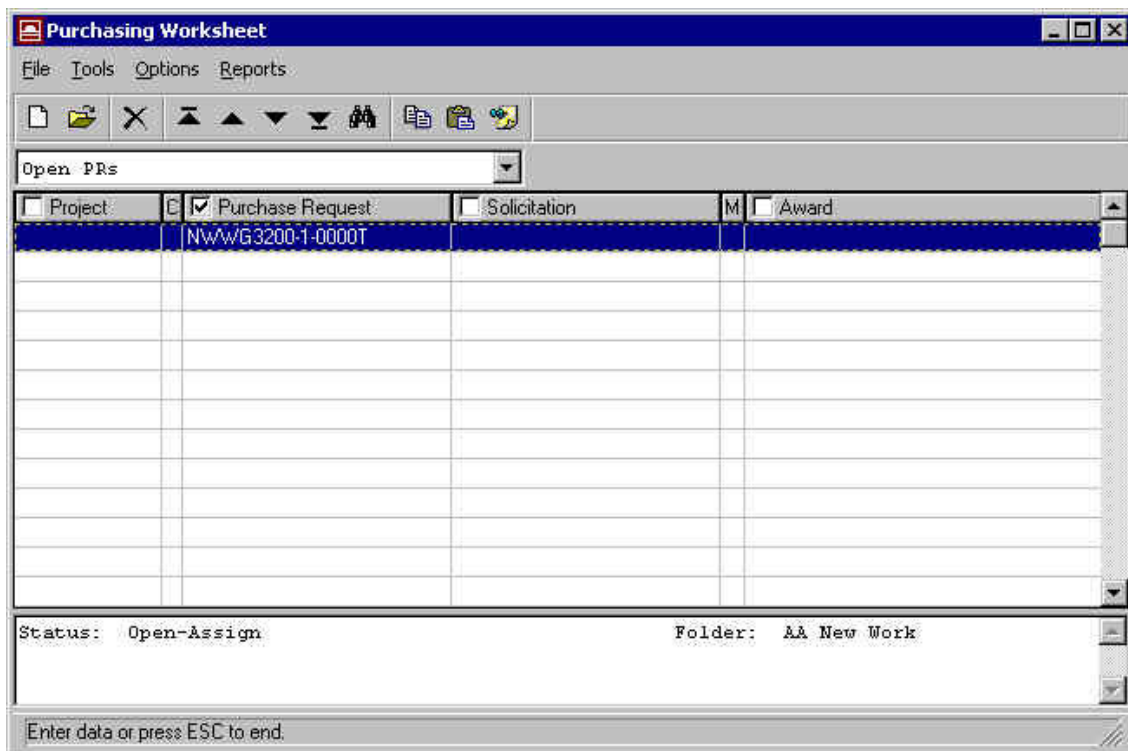
How To Cancel A Requisition

To cancel an open requisition take the following steps:

Open your Purchasing Worksheet or your Contracting Worksheet and review the open requisitions. When you have determined which one to cancel, highlight that requisition record number. Double click on the highlighted Requisition or click on the yellow open folder icon in the second menu bar.

The Requisition Administration window will open as shown below.

Click on Tools in the first menu bar as show below. When tools open, the third item down on the pop down menu is Cancel. (See illustration on next page.)



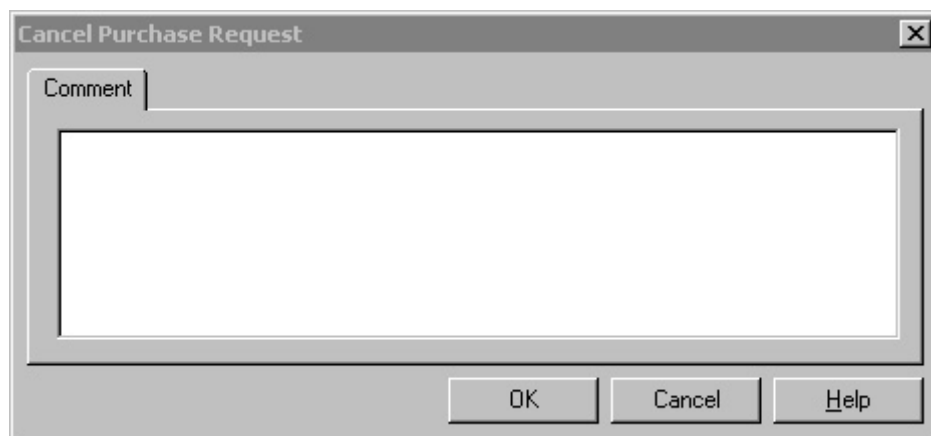
Select Tools, then select Cancel from the Tools sub-menu. Click on Cancel.

How To Cancel A Requisition ... (Continued)



The Cancel Purchase Request window will open along with a warning. Click ok on the warning then type a short note describing why you are canceling the Purchase Request.

The Cancel Purchase Request window will open. Type a short note describing why you are canceling the Purchase Request.

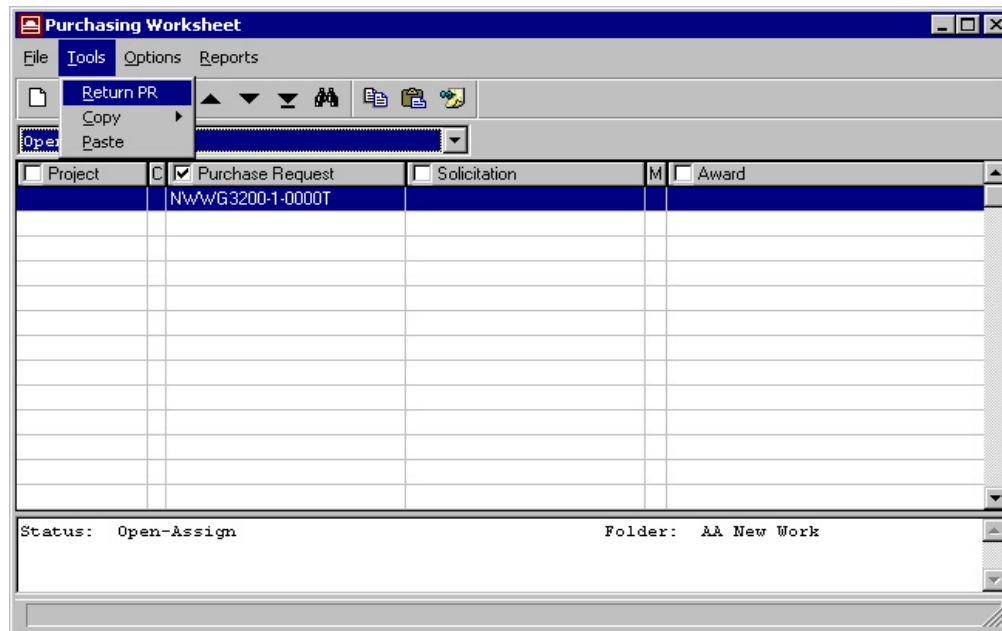


Go back to your Work Sheet, use the pop down menu in the upper left of the Work Sheet window as shown below, and reselect open purchase requests. Highlight the next Purchase Request you want to cancel and follow the steps above.

How To Return A Purchase Request

To delete an open requisition from your Purchase or Contract Worksheet, you need to return the requisition to the Customer Requisition level. **Note: If you entered the Requisition directly in your Purchasing or Contracting Worksheet, you can delete the Requisition at that level.**

If the Requisition was submitted to you to work on, you will need to return it to the originator. Click Tools in the menu bar and select Return PR. This action will open the Return a Purchase Request window.



Enter a brief description as to the return and click ok. This will return the purchase request to originator.

If you entered the purchase request on your Customer Requisition worksheet, then the PR will return to your Customer Requisition worksheet where it can then be deleted by you.

Enter a brief comment and select OK. The PR will then return to your Customer worksheet or to the originator.

Return a Purchase Request

Return PR: 1000000

This function provides the ability for users in the procurement office to return a PR to the program office/requisitioner's worksheet.

Requisition: NW/WG3200-1-0000T

Purchase Request: NW/WG3200-1-0000T

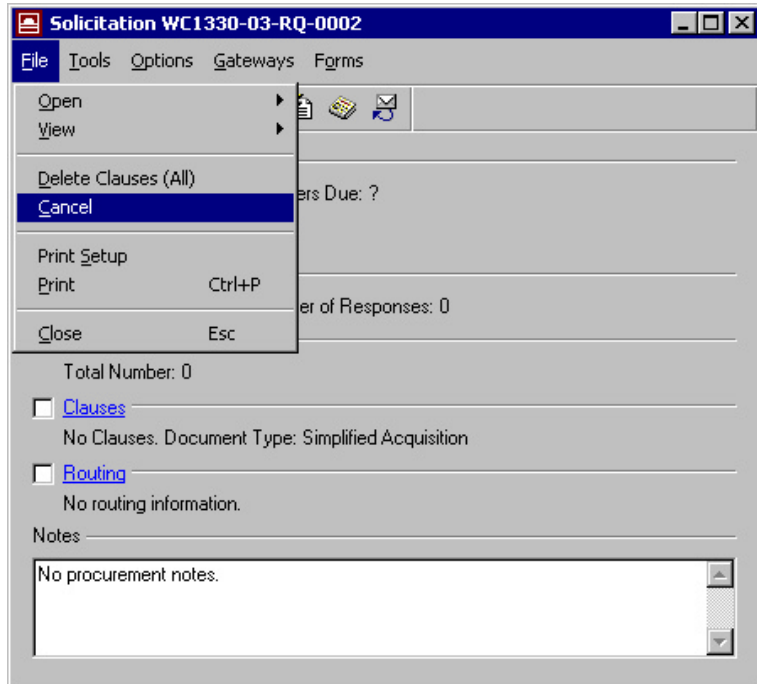
Date Returned: 10/02/2002

Reason Returned: Test

OK Cancel

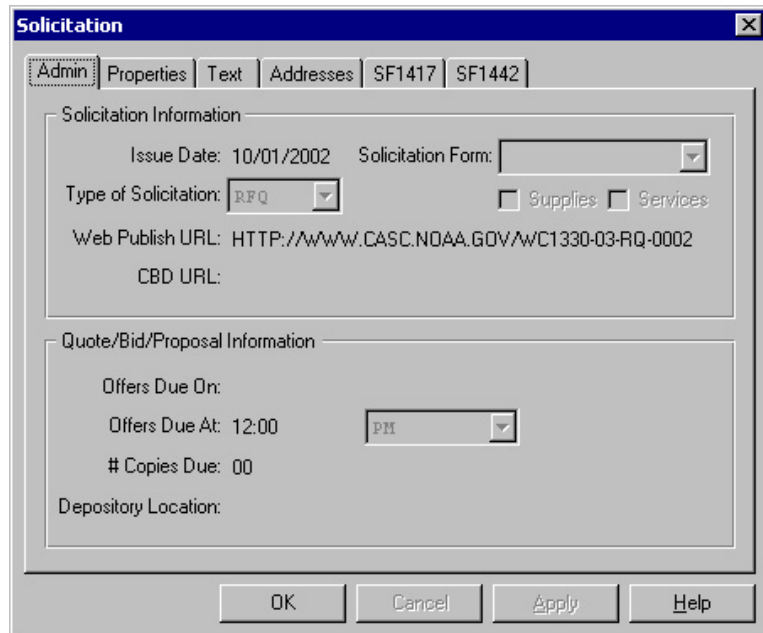
How to Cancel A Solicitation ... (Continued)

Open File from the menu bar and select Cancel.



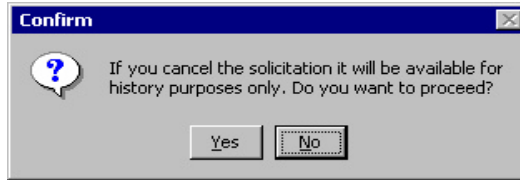
The Solicitation Admin window will open **But** be grayed out.

Click on OK as shown to the right.

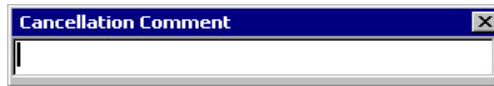


How to Cancel A Solicitation ... (Continued)

After clicking on yes, the Cancellation Comment box will appear. Enter a brief description and hit the enter key.



Once you click OK, a confirmation box will appear. Click yes to cancel the solicitation.



The system will briefly display the solicitation number which is being canceled.

The solicitation record will stay on the solicitation area of the worksheet until you close CSTARS. When you open CSTARS again, the purchase request which was tied to the solicitation will appear as an open purchase request on the open purchase request section of your worksheet.

You now need to cancel or return the purchase request.